

Frequently Asked Questions

Continuing Professional Competency

1. Does the SC Board require Continuing Professional Competency for renewal?

Answer: Yes. Each licensee is required to obtain at least 30 Professional Development Hours (PDH) each biennial renewal period (*Regulation 49-602(A)*) or shall meet one of the exemptions for Continuing Professional Competency (CPC).

Regulation 49-606. Exemptions.

A licensee may be exempt from the professional development educational requirements for one or more of the following reasons:

A. New licensees by way of examination or comity shall be exempt for their first renewal period.

B. Licensees experiencing physical disability, illness, or other extenuating circumstances may apply to the Board for an exemption or extension of time to obtain the credits subject to the review and approval of the Board. Supporting documentation must be furnished with any such exemption request made to the Board.

C. Licensees who list their occupation as “Retired” on the Board approved renewal form and who further certify that they are no longer receiving any remuneration from providing professional engineering or surveying services shall be exempt from requirements for professional development hours. In the event such a person elects to return to the active practice of professional engineering or surveying, professional development hours must be earned, before returning, for each year exempted, not to exceed 30 PDH’s.

D. Engineers and Surveyors continuously licensed by this Board prior to January 1, 1969 will be exempt from continuing education requirements.

2. What are the CPC requirements for the 2024 renewal?

Answer: Each licensee is required to obtain at least 30 PDH’s between July 1, 2022 and June 30, 2024. *Effective July 1, 2022, no more than fifty percent of PDH’s claimed during a renewal cycle may be earned in a business or non-technical subject matter. No more than twelve hours of credit may be obtained in one calendar day. Regulation 49-602(A), 49-602(D), 49-604(6).*

3. What if I exceed the 30-hour requirement for CPC in this period of time?

Answer: A maximum of 15 hours may be carried forward into the subsequent renewal period. If a licensee claims carry-over units during audit verification, then the previous renewal period will also be subject to verification. *Regulation 49-602(B)*.

4. Is the XYZ course that I took from XYZ Continuing Education Company approved by the Board?

Answer: The Board does not pre-approve courses or sponsoring organizations. CPC courses that enhance the professional attributes of the licensee will be considered by the Board. Any qualifying course or activity with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the licensee's field of practice will be considered by the Board.

5. What happens if the Board audit verification results in denial of any submitted PDH units?

Answer: If the Board audit verification results in disallowance of any or all PDH units claimed by a licensee, the licensee will be allowed a ninety-day period during which such deficiencies must be remedied. Should the licensee not remedy the deficiencies during the ninety-day period, their license shall be automatically deemed lapsed. *Regulation 49-605(C)*.

6. Do online courses qualify for CPC credit?

Answer: Yes. Online courses where attendance is not documented by the course provider may qualify for CPC credit only when an exam is required for course completion and a certificate of completion is provided by the course provider. Online courses where attendance is documented by the course provider and a certificate of attendance is issued to the licensee do not require an exam.

7. Can I audit a college engineering or surveying course for CPC credit?

Answer: No. The Board does not consider auditing college level engineering or surveying courses an acceptable form of CPC since student outcomes are not assessed for course credit through testing, examination, or other grading mechanisms. The Board allows licensees to claim PDH's for college level

engineering or surveying coursework if the licensee can provide documentation from the college or university that the course was completed for credit.

8. What types of courses or activities are not acceptable for CPC credit?

Answer: The following are not considered acceptable forms of CPC by the Board, including, but not limited to:

- Regular Employment Activities
- Personal, Estate, Financial Planning
- Self-Study
- Executive Coaching/Leadership Training
- Personal Development/Self-Improvement
- Real Estate Licensing or Appraisal Courses
- Civic or Service Club Meetings or Activities(e.g., Rotary, Kiwanis, fraternal organizations, etc.)
- Basic Computer Software (e.g., Word, Excel, Access, PowerPoint, Outlook, etc.)
- Engineering or Surveying Conference/Meeting Related Sightseeing Tours or Excursions
- Visiting Vendor/Exhibitor Displays at Technical Conferences
- Equipment Demonstrations
- Sales Presentations or Sales Seminars (e.g., marketing, increasing sales, maximizing profitability, etc.)
- General Business Meetings of Professional Organizations/Societies
- Company Procedure and Policy Workshops (e.g., safety training, sexual harassment, etc.)
- OSHA Training Courses
- Repetitive Attendance At or Teaching of the Same Course
- Topics Not Relevant to Engineering or Surveying Professions
- Conversational Language Courses

9. Can I obtain continuing education by purchasing technical materials from a provider to read the articles, answer the workbook questions and return to the provider for grading?

Answer: No. The Board has determined that reading articles, answering provided questions and returning the materials for grading is not an acceptable format for obtaining continuing education because this method does not provide any documentation of actual instruction time or participation.

10. Can I contact the Board to find out how many continuing education credits or carry-over credits I have on record?

Answer: No. It is your responsibility to maintain records used to support credits you claimed. The Board does not maintain or track CPC for individual licensees. *Regulation 49-605(A)*.

11. If I have not been notified by the Board that I have been selected for audit verification, do I have to submit any CPC documentation to the Board as part of my license renewal?

Answer: No. Please do not send certificates/documentation unless you have been notified by the Board that you have been selected for audit verification after renewal.

12. If I am selected for an audit verification, does the Board accept transcripts from the NCEES CPC Tracking system?

Answer: Yes. You may request that NCEES send a transcript and supporting documentation directly to the Board or you may download the NCEES transcript and supporting documentation and send a copy to the Board only if you have been selected for audit verification.

13. If I am selected for an audit verification, does the Board accept transcripts from other recognized CPC record repositories?

Answer: Yes. You may request that a transcript and supporting documentation be sent directly to the Board only if you have been selected for audit verification.

14. This is my first renewal. Am I exempt from the CPC requirement?

Answer: Yes. You are exempt from CPC requirements in June 2024 if your registration number is 39988 or higher but you must still pay the renewal fee. All individuals renewing a license must pay the renewal fee. Fees are not waived for first time registrants, or for those with physical disability. *Regulation 49-606(A)*.

15. I have been serving on active military duty in the armed forces of the United States. Am I exempt from the CPC requirement?

Answer: Yes. A person whose profession or occupation is regulated by South Carolina Title 40 (Professions and Occupations) is exempt from completing continuing education requirements for his/her profession or occupation while serving on active military duty and is exempt from being required to pay the renewal fee. When completing the renewal form, you will need to provide documentation of your active duty status. *S.C. Code §40-1-610.*

16. I have a physical disability, illness, or other extenuating circumstance that has affected my ability to complete the CPC requirements. Does the Board provide exemptions or an extension of time in these cases?

Answer: Yes. Licensees experiencing physical disability, illness, or other extenuating circumstances may apply to the Board prior to renewal for an exemption or extension of time to obtain the credits subject to the review and approval of the Board. You will need to contact the Board's office to request such an exemption or extension and must furnish supporting documentation for the Board's consideration. For disability or illness, you are required to submit a statement of explanation, a statement from a currently licensed physician or medical records as evidence that the disability or illness prevented participation in and completion of the CPC requirements. For extenuating circumstances, you are required to submit a statement of explanation detailing the specific extenuating circumstances that prevented you from participating in and completing the CPC requirements. You will *not* be able to renew online, so please contact the Board's office by mail or you may email the Board's office at contact.engl@llr.sc.gov to request a paper renewal form be mailed to you. *Regulation 49-606(B).*

17. I have been continuously licensed in South Carolina prior to January 1, 1969. Am I exempt from the CPC requirement?

Answer: Yes. Licensees continuously licensed by the S.C. Board prior to January 1, 1969 will be exempt from the CPC requirement BUT must still renew and pay the renewal fee. If you think you may qualify for this exemption but you are not sure of the original issue date of your SC license, visit Licensee Lookup <https://verify.llronline.com/LicLookup/LookupMain.aspx>. *Regulation 49-606(D).*